

**TEXAS WORKFORCE COMMISSION
ADULT EDUCATION AND LITERACY LETTER**

ID/No:	AEL 03-14, Change 1
Date:	June 17, 2014
Keyword:	AEL; Fiscal- Allocations; TANF/Choices
Effective:	Immediately

To: Adult Education and Literacy Fiscal Agents
English Literacy and Civics Grantees
AEL Grant Recipients
Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers

Reagan Miller

From: Reagan Miller, Director, Workforce Development Division

**Subject: Program Year 2014 Adult Education and Literacy Program
Allocations for Local Service Delivery and Accompanying Amounts for
Professional Development—Update**

PURPOSE:

To provide Adult Education and Literacy (AEL) entities¹ with the following Program Year (PY) 2014 (July 1, 2014–June 30, 2015) AEL allocations and accompanying amounts for professional development:

- federal and state AEL program funds;
- federal English Literacy and Civics (ELC) education funds;
- federal Temporary Assistance for Needy Families (TANF) funds;
- state General Revenue funds appropriated as TANF maintenance-of-effort (MOE); and
- State Leadership for Professional Development funds equivalent to 4 percent of AEL allocations consisting of federal AEL funds, state General Revenue matching funds, TANF, and TANF MOE.

This AEL Letter provides updated AEL/ELC allocations for the South Texas and Lower Rio Grande Valley workforce development areas.

¹ The term “AEL entities” includes: AEL fiscal agents and ELC grantees that are currently funded by TWC for PY 2013–PY 2014, and AEL grant recipients, which are the entities that will be TWC grantees funded with AEL funds for PY 2014–PY 2015.

CHANGES TO AEL LETTER 03-14:

New information in this AEL Letter is indicated by **bold** typeface, which indicates new or clarifying language.

BACKGROUND:

Texas Labor Code, Chapter 315, transferred the AEL program from the Texas Education Agency to the Texas Workforce Commission (TWC) on September 1, 2013.

On February 4, 2014, TWC's three-member Commission (Commission) adopted §800.68 of the General Administration rules, which sets forth TWC's allocation methodologies for the AEL program.

The methodologies are in accordance with Texas Labor Code §302.062, which provides that if TWC block grants funds for workforce training, Employment Service, and support services—and if the funds are allotted to the state through the application of established formulas—the Commission must allocate amounts to local workforce development areas (workforce areas) using the same formula. Accordingly, §800.68 requires AEL funds to be allocated to workforce areas based on the same methodology and comparable data that the US Office of Career, Technical, and Adult Education (OCTAE) uses to allocate federal funds to Texas.

Consistent with OCTAE requirements, Texas Labor Code, Chapter 315, also mandates that TWC use a competitive procurement process to award contracts to service providers of local education programs. In implementing this provision, §800.68 provides for the allocation of AEL funds, state General Revenue matching funds, federal ELC funds, and federal TANF and associated TANF MOE funds among all workforce areas.

TWC determines through a competitive procurement process—contingent on each workforce area's allocations—the amounts to contract to selected service providers.

On April 29, 2014, the Commission approved:

- PY 2014 allocations of AEL program funds; and
- State Leadership Professional Development funds to accompany the AEL allocations.

The **updated** allocations and amounts for professional development are published at <http://www.twc.state.tx.us/customers/cwp/financial-grant-information.html>. TWC will issue contracts to service providers based on the total amount allocated to each workforce area and the results of the competitive procurement process.

PROCEDURES:

AEL entities for contracts resulting from TWC’s competitive procurement process for service providers for the period beginning July 1, 2014, must use the **updated** PY 2014 AEL program allocations to:

NLF

- plan and deliver instructional and professional development services as outlined in the grant contracts; and
- develop and execute strategies for meeting or exceeding their contractual performance targets.

INQUIRIES:

Direct inquiries regarding this AEL Letter to Chris Nelson, Director of Financial Operations, at (512) 463-1829 or Fiscal.TA@twc.state.tx.us.

RESCISSIONS:

AEL Letter 03-14

REFERENCE:

Adult Education and Family Literacy Act
Texas Labor Code §302.062
Texas Labor Code, Chapter 315, Adult Education and Literacy Programs
Texas Workforce Commission General Administration Rules: 40 TAC §800.68

FLEXIBILITY RATINGS:

No Local Flexibility (NLF): This rating indicates that AEL entities must comply with the federal and state laws, rules, policies, and required procedures set forth in this AEL Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

Local Flexibility (LF): This rating indicates that AEL entities have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this AEL Letter. All information with an LF rating is indicated by “may” or “recommend.”